

# ALERT!

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## ALERT #91

TO: Department Controllers, Fiscal Officers and Other Interested Parties

FROM: Clifford W. Hall *Clifford W. Hall*  
State Controller

DATE: June 19, 1996

SUBJECT: *Changes in Phase I Funding of the Americans with Disabilities Act  
EXPW Table  
Division of Accounts and Control E-mail Addresses  
Medical Expense Object Codes  
State Fiscal Rule Hearing*

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### *Changes in Phase I Funding of the Americans with Disabilities Act*

In the FY96 capital construction supplemental (HB 96-1368), the Office of State Planning and Budgeting (OSPB) received a \$26.8 million appropriation for additional facilities improvements for the implementation of the Americans with Disabilities Act (ADA). OSPB will be distributing project guidelines to agencies who will be utilizing these "Phase II" funds.

Related to the new program guidelines for the Phase II funds, OSPB has decided to make changes to the Phase I appropriations currently at various agencies. These changes impact information that is contained in the Division of Accounts and Control's FY96 Closing and FY97 Opening Instructions. Specifically, OSPB will require that any funds that are not either encumbered or expended at the close of business on Friday July 12, 1996 be reverted to OSPB's ADA contingency to be subsequently redistributed. This reversion will take place on Monday, July 15, 1996.

This changes information contained on pages 19, 22, and 151 of the closing instructions. Following is what is currently contained on those pages and what impact the changes will have:



- Page 19 currently indicates that on Wednesday, July 10, 1996, ADA preliminary budgets will be established. Instead, on Wednesday, July 10, 1996, ADA appropriation codes will be activated with a \$0 AP transaction so that encumbrances can roll from FY96 to FY97.
- Page 22 currently indicates that on Wednesday, August 7, 1996, ADA FY97 preliminary budgets will be adjusted to actual. Instead, on Wednesday, August 7, 1996, ADA budgets will be recorded in FY97 to reflect available amounts after the final close of FY96.
- Page 151 currently contains the same description of activities to take place on Wednesday, July 10, 1996 and Wednesday August 7, 1996. These instructions should be adjusted in the same manner as on page 19 and 22.

OSPB's Phase II program guidelines will be issued in mid-June. Any questions regarding the program change should be directed to Patrick Casados of OSPB. He can be reached at (303) 866-2982

In addition, please be reminded that CRS Section 24-30-1404(7)(f) makes the capital construction six-month encumbrance rule applicable to appropriations like the ADA appropriation. Specifically, the statute requires that in the event an appropriation is made to a state agency for allocation to other state agencies, the six-month encumbrance period shall begin running from the date of the allocation from the appropriated agency to the receiving agency. Any questions regarding what will take place on July 10 or August 7, 1996, or regarding the six-month rule can be directed to Phil Reed at (303) 866-3890.

#### EXPW Table

The EXPW table has been loaded with the outstanding warrants that must be canceled, reissued, or allowed to expire. Agencies are required to indicate the amount of Federal funds for each warrant issued out of fund 100. This task must be completed by June 28, 1996 otherwise all of the funds will be transferred to the Unclaimed Property Program at the State Treasurer's Office. The instructions for the use of the EXPW table have been published in the COFRS SYAD Bulletin #253. Please contact Sandy Rarick at (303) 866-3346 if you have questions about this new procedure.

#### Division of Accounts and Control E-mail Addresses

In the past, the Division of Accounts and Control has had a single e-mail account at the address "doac@usa.net". That address is no longer valid. The division has established e-mail addresses for each of its staff members as shown in the following list. (Note that there are no capital letters or spaces in these addresses.)

alan.boisvert@state.co.us

art.barnhart@state.co.us

beverly.matulik@state.co.us  
bhavna.punatar@state.co.us  
billie.hallcy@state.co.us  
chris.trujillo@state.co.us  
clifford.hall@state.co.us  
david.mcdermott@state.co.us  
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dennis.palamet@state.co.us  
dennis.wolfard@state.co.us  
don.mildenberger@state.co.us  
dottie.relaford@state.co.us  
elfriede.shoemaker@state.co.us  
ginger.tate@state.co.us  
jody.pyott@state.co.us  
john.ivy@state.co.us  
joyce.miller@state.co.us  
kevin.cruise@state.co.us  
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*Medical Expense Object Codes*

DOAC External Policy Memorandum No. 1-96 has just been issued. It advises state agencies, except for higher education institutions, to reclassify all medical expenditures to the following object of expenditure codes:

1940 PURCHASED SERVICE-MEDICAL SVCS (new for FY96)  
2710 PURCHASED MEDICAL SERVICES  
3119 MEDICAL LABORATORY & SUPPLIES (note title change)  
3129 PHARMACEUTICALS

Object code 3120 NON-MEDICAL LABORATORY & SUPPLIES has been added to the FY96 chart to accommodate reclassifications from object 3119. We request that the necessary reclassification entries be posted to COFRS prior to the FY96 agency close on Wednesday, July 31. The reason for this change is to provide a better classification of medical costs for budgeting purposes. Please contact Art Barnhart at (303) 866-3850 if you have any questions concerning the implementation of this policy.

### State Fiscal Rule Hearing

A Fiscal Rule Hearing has been scheduled for 1:30 p.m. on Tuesday, July 2, 1996 in room B-70 of the State Services Building, 1525 Sherman Street, Denver. The purpose of the hearing is to consider changes in the State Fiscal Rules. The proposed changes include:

1. The deletion of Chapter 3: Payroll in its entirety and the deletion of section, 02 under Miscellaneous Compensation on page 2 Rule 2-8.
2. Updating the per diem meal allowances in the appendices of Chapter 6: Travel to reflect current federal reimbursement rates.
3. Modifying language to clarify other State Fiscal Rules.

If you have not received a copy of the proposed changes, please contact the Division of Accounts and Control. If you have questions or would like to discuss any of the proposed changes, please call John Ivy at (303) 866-3765.